



# CITY OF SWEETWATER

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## EMPLOYMENT OPPORTUNITIES

**POSTING DATE: 02/12/2016**

The City of Sweetwater is accepting applications for the following positions. For information on position qualifications and the application process, please visit the receptionist at: Sweetwater City Hall 500 SW 109<sup>th</sup> avenue, Sweetwater, FL 33174

### **ACCOUNTS PAYABLE CLERK – POSITION # 1092 – FULL-TIME**

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**Applications will be considered on a first-come, first served bases. Deadline for accepting applications: 02/24/2016**

The Accounts Payable Clerk reports to the Finance Director. The Accounts Payable Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date and that vendors and suppliers are paid within the established time limits. Duties include, but are not limited to: receiving and verifying invoices, preparing batches of invoices for data entry, entering invoices for payment, processing backup reports, record all weekly check runs, prepare vendor checks for mailing, listing all vendor checks in log book, maintaining a general ledger, maintaining updated vendor files and file numbers, print and distribute monthly financial reports, prepare purchase orders, maintaining a file system for all financial documents, ensuring the confidentiality and security of all financial files, answering phones, collecting money and providing receipts and other duties as required.

Three (3) years general accounting or public accounting experience is required.

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City of Sweetwater. Human Resources

500 SW 109<sup>th</sup> Avenue Sweetwater, FL 33174

EQUAL OPPORTUNITY EMPLOYER. <http://www.cityofsweetwater.fl.gov/>